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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 14 May 1958

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/OD - Voting Member
C/TSD - Voting Member
Guest
Personnel Placement Officer
C/SD - Executive Secretary
Secretary to C/MS - Recording Secretary

25X1A9A

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 30 April 1958 were approved by the Members as written.

2. Assignment

By way of confirmation, the Executive Secretary announced he had polled the Members individually regarding the assignment of Joseph [redacted] to the Operations Division. The Members unanimously endorsed this assignment.

25X1A9A

3. Review of Field Reassignment Questionnaire

The Field Reassignment Questionnaire of [redacted] 25X1
[redacted] currently assigned to [redacted] was reviewed by the 25X1A6A
Executive Secretary. Mr. [redacted] stated his preference for Headquarters
duty and his supervisor concurred in such an assignment. However, in
reviewing this Questionnaire, C/OD recommended [redacted] be considered 25X1A9A
for another overseas assignment on completion of his current tour. The
Executive Secretary stated that, while it would be possible to place the
Subject at another overseas post, such an assignment would defer foreign
duty for the newer technicians, and he requested guidance in this matter.
DC/MS stated he felt, in view of [redacted] health condition and 25X1A9A
certain comments received regarding his performance while overseas, he
should be returned for a Headquarters tour. C/OD believed [redacted] 25X1A9A
background and experience indicated his preference for foreign duty.
This discussion will be taken into consideration when [redacted] 25X1A9A
future assignment is discussed by the Board.

25X1

4. Review of Fitness Reports

25X1A9A a. [redacted]
The Executive Secretary reviewed in detail this Report which, by comparison with other Fitness Reports on [redacted] is quite low. The Report

25X1A9A

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25X1

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was rated by the Subject's branch chief in OSI and was reviewed by the Chief, Medicine Division, OSI. [] also appended a memorandum to the Report taking exception to the rating. [] has requested a release of his file for assignment to another component of the Agency and is currently being considered for assignment to TSS. This reassignment has been discussed by C/MS with the Subject on two occasions and, at the last such meeting, [] was offered two alternatives; namely, (1) to complete his three-year tour with OSI and return to the Medical Staff for reassignment, or (2) to state definitely to the Medical Staff that he wishes to be released. [] has not replied to these alternatives as yet.

25X1A9A b. [] Jr., GS-9, Medical Service Officer. [] completed this Report on [] prior to his leaving the Agency. The Board noted the fact that [] will receive training in Parasitology at NIH as soon as this can be arranged.

25X1A9A c. [] GS-7, Medical Technician (Supply). Mr. [] is currently assigned to the depot at [] and was rated by personnel of the Office of Logistics. The report is rated rather low as compared to the standards of the Medical Staff but the Board noted the fact that Office of Logistics personnel tend to be more critical of personnel not in their Career Service.

25X1A9A d. [] GS-6, Secretary-Stenographer. [] received a rather high rating from [] who completed this Report prior to his departure from the Agency. Appended to the Report is a memorandum from [] also commending [] for her performance while assigned to the Psychiatric Division.

25X1A9A e. [] GS-6, Secretary-Stenographer. The Executive Secretary felt the high rating of [] was worth noting for the record.

f. Receipt of Fitness Reports on the following personnel was noted on the Agenda but the Reports were not reviewed:

25X1A9A []
1, Medical Service Officer
GS-6, Secretary-Stenographer
GS-5, Secretary-Stenographer
GS-4, Clerk
GS-3, Clerk-Typist

5. Review of Training Evaluation Reports

25X1A9A a. The Board Members noted the receipt of a Training Evaluation Report on [] GS-7, Medical Technician, who recently completed the IOC.

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25X1A9A [] b. C/OD reviewed briefly the Training Evaluation Report of Betty GS-4, Clerk-Typist, for the Clerical Induction Course.

6. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

25X1A9A



GS-7, Nurse
GS-4, Clerk-Typist
-3, Clerk
S-3, Clerk

7. Commendation

25X1A6A The Executive Secretary read a memorandum from Chief, Division of Near East and Africa, dated 29 April 1958, commending [] X1A9A GS-10, Medical Service Officer, for services performed on behalf of the Agency while assigned to [] C/MS asked the Members to consider the manner in which the Board could add its expression of appreciation to Mr. 25X1A9A [] The Personnel Placement Officer explained [] might be 25X1A9A eligible to receive either the Intelligence Medal of Merit or the Certificate of Merit, the latter award including a \$100 gift. It would be necessary to query the field for additional details on [] 25X1A9A performance in order to apply for the Intelligence Medal of Merit but the Personnel Placement Officer believed the Certificate of Merit could be awarded on the basis of this commendation alone. [] could also 25X1A9A be recommended for promotion on the basis of this commendation. After further discussion, the Members agreed to apply for the Certificate of 25X1A9A Merit on behalf of [] and the Executive Secretary was requested to initiate such action. It was also agreed that the Executive Secretary would make this commendation available to [] for his review. 25X1A9A

8. Selection Out Procedures

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25X1A9A [] []

25X1A9 []

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25X1A9A

25X1

9. Career Program for Overseas Medical Officers

It had been planned to continue the discussion of the subject of a Career Program for overseas medical officers at this time in the light of a new memorandum submitted by [] (as attached). However, 25X1A9A because of the lengthy discussions held this morning, it was decided to defer further consideration of this matter until the next Meeting.

Attachment
(w/orig only)

MS/mam (14 May 1958)

Distribution:

- Orig - C/MS ✓
- 1 - DC/MS
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